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DDA 78-1505/2

10 April 1978

MEMORANDUM FOR: Chairman, Fine Arts Commission

FROM:

John F. Blake

Deputy Director for Administration

John:

1. It was with pleasure I read your most thoughtful memorandum of 10 April giving high commendation to Miss for her performance as Executive Secretary of the CIA Fine Arts Commission from January 1977 to April 1978.

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It is my understanding that you wish to present this memorandum at the Fine Arts Commission meeting of 20 April. I, accordingly, return the memorandum to you for that purpose and, additionally, may I ask you to present my compliments and gratitude to

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John F. Blake

Att

DDA:JFBlake:kmg (10 Apr 78)

Distribution:

Orig - Chmn, FAC w/O&1 of Att

7 - DDA Subj w/cy of Att

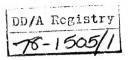
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Att: Memo dtd 10 Apr 78 to DDA fr Chmn, FAC, subj: Letter of Commendation for DDA 78-1505/1)

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10 April 1978

MEMORANDUM FOR: Deputy Director for Administration

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FROM

Chairman, Fine Arts Commission

SUBJECT

: Letter of Commendation for

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1. During the period January 1977 through April 1978, Miss in addition to her duties as secretary to the Director of Regional and Political Analysis, served as Executive Secretary of the CIA Fine Arts Commission. In that capacity, she was responsible for making all arrangements for Commission meetings, maintaining and preparing the Commission minutes and files, developing the Commission agenda, and assuring appropriate follow-up to decisions made by the Commission. She wrote memoranda and letters on behalf of the Chairman and often made necessary decisions on Commission matters.

2. In performing these responsibilities, won the admiration and respect of all members of the Commission. In addition to her outstanding skills as a secretary, demonstrated a high degree of initiative, imagination, sensitivity, tact, and organizational ability. Given the opportunity, made clear that her administrative abilities exceed by a great deal those STATINTL expected even of a top-level secretary.

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MEMORANDUM FOR:

Jack Bl)

Here are the letter of commendation and a the recommendation for a QSI for for her work as Executive Secretary of the FAC. If it is possible, I'd like to present these to her at our final meeting of the Commission, Thursday, 20 April, 10-11 AM, as a surprise. After the presentation, copies of both should go to ORPA, for their records.

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Date

10 April 78

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5 April 1978

MEMORANDUM FOR: Director of Personnel

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Deputy Director of Administration

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FROM

Chairman, Fine Arts Commission

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SUBJECT

Recommendation for Quality Step Increase

for GS-09

1. It is recommended that granted a quality step increase in recognition of her outstanding performance over the past thirteen months as Executive Secretary of the Agency's Fine Arts Commission.

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2. In addition to her superior performance as secretary to the Director, Office of Regional and Political Analysis, undertook the responsibilities of the Executive Secretary of the Agency Fine Arts Commission. In that capacity she made all arrangements for Commission meetings, developed and maintained the Commission files, developed the agenda for Commission meetings and prepared the minutes, and assured appropriate follow-up action on decisions made by the Commission. She also drafted letters and memoranda on behalf of the Chairman and often made necessary decisions on Commission matters.

3. In performing these responsibilities, won the admiration and respect of all members of the Fine Arts Commission. In addition to her outstanding skills as a secretary, demonstrated a high degree of initiative, imagination, sensitivity, tact and administrative ability.

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STATINTL	4. is deserving of of her sustained, unique and outst as Executive Secretary of the Fine	this special recognition tanding service to the Agency Arts Commission.	STATINTL
	APPROVED:	Fine Arts Commission	
\$	Director of Personnel	Date	